

## Keno Human Services Prevention Fund Guidelines

The PURPOSE of the Prevention Fund is to help fund programs designed for children and families to help prevent crisis situations through early intervention.

Based on this purpose, and the recognition that there are limited dollars and many outstanding programs, the following guidelines are to be distributed with all grant applications. They are intended to assist agencies in recognizing their eligibility for the fund, and the types of requests preferred by the committee.

1. Grantees are limited to private, nonprofit Lancaster County human service 501(c)3 agencies. Public sector agencies and individual Community Learning Centers are not eligible.
2. Proposals must emphasize collaboration between and among agencies for prevention programming. Preference is given to projects with matching funds, with new partnerships, and with a county-wide focus. No keno funds will be used to fund a program at 100%.
3. Keno funding can be used only for direct services programming and that program's administration. Your keno request for staff costs cannot exceed 50% of the total project staff costs; and your total keno request cannot exceed 50% of the total project or program cost. Indirect costs are not eligible. (See example below.)

Category	Other Funds	Keno Request*	Total Cost
Personnel (Salary)	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00
Contract Services	\$ 4,000.00	\$ 4,000.00	\$ 8,000.00
Rent/Occupancy	\$ 1,000.00		\$ 1,000.00
Telephone			
Insurance			
Printing/Postage	\$ 500.00	\$ 500.00	\$ 1,000.00
Supplies	\$ 250.00		\$ 250.00
Transportation	\$ 250.00	\$ 500.00	\$750.00
Equipment**			
Other - Specify			
Total Budget	\$ 8,500.00	\$ 7,500.00	\$ 16,000.00
	53%	47%	100%

4. The Advisory Committee will consider community priorities which may include: Family Violence, Behavioral Health, Youth Development, Basic Needs/Self Sufficiency, Housing and Healthy People 2010 as tools in its evaluation of proposals.
5. Program awards will not exceed \$7,500 with the program eligible for funding only once a year. Continuation funding for an additional two years will be awarded only once a year for 50% and then 25% of the awarded funding. (For example, if you were funded \$7,500 in Round 10, you cannot apply for Year II Continuation Funding until at least Round 12 with the step down in the amount of \$3,750. Year III Continuation Funding can then be applied for in Round 14 in the amount of \$1,875.) **All Continuation Funding is based on AWARDED funds, not the original requested amount.** The committee also reserves the right to award less than the requested amount at any level of the step down process.
6. The Keno Prevention Fund is not intended to fund capitol expenditures or go towards building campaigns.
7. Requests for proposals will be announced with an approximately 30 day notice, as fund balances allow.

Keno dollars are intended to fund a wide array of prevention services. Sixty (60%) percent of the funds placed into the prevention fund are distributed, while 40% are held in reserve each year. Public announcements of position vacancies are made as terms expire and they become available.

Approved June 1995 - Revised 1998, 2004, 2005 & 2006

**City-County**  
**Keno Human Services Prevention Fund**  
**Request Form**

The purpose of the Prevention Fund is to help fund programs designed for children and families to help prevent crisis situations through early intervention.

Agency Name and Address

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date of 501(c)3 Approval \_\_\_\_\_

Title of Project: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Total Project Cost: \$\_\_\_\_\_ Request from Prevention Fund: \$\_\_\_\_\_

Total Agency Budget for Fiscal Year: \$\_\_\_\_\_

This project is...

- \_\_\_\_\_ First Time Funding  
\_\_\_\_\_ Second Time Continuation Funding  
\_\_\_\_\_ Third Time Final Funding

\_\_\_\_\_  
Signature Responsible Party

\_\_\_\_\_  
Date

**The following questions can be formatted on your computer. PLEASE try to limit your responses to THREE pages excluding attachments A and B.**

1. Very concisely describe the program or activity, and expected time frame for the project.
2. What are the goals/objectives of this prevention project? How does this match those of the agency?
3. Who is your target population and why? Define "the risk" you are attempting to address. How does this project address needs in the ethnic minority community?
4. How many people will be served by this project? Is there another agency or organization addressing this need? Is this a collaborative project and, if so, with whom?
5. How does this project relate to, or impact the community priorities identified for Lincoln and Lancaster County?
6. What is your criterion for success and how do you purpose to measure it?
7. How do you plan to continue this project after this grant?

**Attachment A:**

Attach a current budget for this project. **NEW→** Please include a Budget Narrative for each category, both for requested dollars and other dollars. Also indicate expenses anticipated, and committed revenues.

**Attachment B:** Please attach a list of your current Board of Directors.

**PLEASE SUBMIT 10 STAPLED COPIES of this proposal  
ALONG WITH THE ORIGINAL to  
Cathy Behrns, Grants Manager  
555 South 9<sup>th</sup> Street  
Lincoln, NE 68508**

**No additional information will be accepted.**

Agency: \_\_\_\_\_

Attachment A

## Keno Human Services Prevention Fund Budget Form

**Total Cost of Project:** \$\_\_\_\_\_ **Request from Keno Fund** \$\_\_\_\_\_

**Cost per Client** (Divide total cost by number of clients served): \$\_\_\_\_\_

**Other Funding Sources:** (Indicate committed or pending)

---

---

---

### Project Budget Detail

Category	Other Funds	Keno Request*	Total Cost
<b>Personnel (Salary)***</b>			
<b>Contractual Services</b>			
<b>Rent/Occupancy</b>			
<b>Telephone</b>			
<b>Insurance</b>			
<b>Printing/Postage</b>			
<b>Supplies</b>			
<b>Transportation</b>			
<b>Equipment**</b>			
<b>Other - Specify</b> _____			
<b>Total Budget ^</b>			

\*Note: These dollars are not to exceed 50% of the total project or program cost.

\*\*Any item over \$500.

\*\*\*Requests for staff costs cannot exceed 50% of the total staff cost.

Kenoapplication.word

^ Don't forget the budget narrative for each category!